



Code: 1939

Family: Construction, Maintenance, and Skilled Labor

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Urban Development

CLASS TITLE: REHABILITATION CONSTRUCTION SPECIALIST

CHARACTERISTICS OF THE CLASS

Under supervision, performs technical inspections of housing construction and rehabilitation projects, and performs related duties as required

ESSENTIAL DUTIES

- Inspects existing residential properties for scope of rehabilitation and new construction specifications to determine eligibility for City and federal housing and rehabilitation program funding
- Inspects with independent contractors the condition and extent of rehabilitation work required on building structures and operating components (e.g., roofing, heating, cooling, plumbing, electrical systems)
- Evaluates structures and recommends building improvements to property owners based on inspection findings and provides owners with a general assessment on the condition of their property including any building code violations and health and public safety hazards that exist
- Reviews construction specifications and cost estimates submitted by contractors to ensure planned rehabilitation work is in compliance with inspection findings, cost effective, and complete
- Reviews architectural plans and drawings for the construction of new homes and evaluates for cost effectiveness and program compliance
- Reviews and approves or rejects contract modifications submitted by contractors based on initial contract specifications
- Inspects work in progress to evaluate the quality of workmanship and to resolve problems that may arise as construction or rehabilitation work progresses
- Reviews and approves vouchers for partial and final payment to contractors
- Conducts final inspections to certify the completion of work
- Provides technical assistance to contractors, developers, architects, and property owners, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of skilled building construction, rehabilitation, or inspection work experience; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Cameras and related photography equipment
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to access work sites and multi-level buildings

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *equipment and materials specific to building construction and inspection
- *principles, theory, methods, and procedures applicable to building construction and inspection

Some knowledge of:

- *building repair and maintenance procedures
- safety and building code standards specific to building construction and inspection
- applicable federal, state, and local laws, statutes, regulations, and guidelines
- geographical locations within the City and applicable facilities
- building mechanical and electrical systems

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

CLASS TITLE: REHABILITATION CONSTRUCTION SPECIALIST

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: June, 2010